

Enclosure 2

Required Supplemental Information by Person Category

These documents must be submitted to the Installation Access Office at the time of processing.

1. US Citizens (Those individuals with a valid US Passport), Contractor CAC in-country more than thirty (30) days, and/or US Retirees employed on a US contract within KTO:
 - ASG-KU PMO Form 190-16.1 (Installation Access Application).
 - Original passport must be presented at the time of badging.
 - Copy of passport photo and data pages.
 - WITH EITHER-
 - Copy of Entry Visa or Kuwait entry stamp. (Applicants will only be badged for the length of their visa up to a maximum of 90 days Applicants must apply for Kuwait residency and Civil ID if employed in Kuwait for more than 90 days.).
 - OR -
 - Copy of Visa 18 Residency page from passport. (This is required for persons employed in Kuwait for more than 90 days who have applied for residency).
 - Copy of Civil ID (front and back). If Civil ID is delayed at Public Authority for Civil Information (PACI) then the PACI receipt will be accepted. If no Civil ID or PACI receipt copy is given then an Exception Form (ASG-KU 190-16.13) must be provided. A one (1) time exception may be granted for up to (30) days.
 - AND -
 - Copy of LOA, LOI, Travel Orders and/or Contract.
 - Copy of Kuwait Drivers License if requesting Vehicle Access privileges. Those persons with Kuwait residency must have a Kuwait DL. US Drivers License may be used only if the applicant is not required to obtain residency (i.e. US Military Forces, DoD/DA civilians, Contractor CAC w/TDY orders in country less than thirty (30) days).
 - CONTRACTED RETIREES WILL PROVIDE THE ADDITIONAL -
 - Copy of Military Retired ID Card
 - In lieu of LOA, LOI, Travel Orders and/or Contract above, copy of contract showing employment with US Government contract
2. Contractor CAC holder on TDY orders or LOA less than thirty (30) days:
 - Option A-
 - Pre-coordination
 - ASG-KU PMO Form 190-16.1 (Installation Access Application).
 - Original passport must be presented at the time of badging.
 - Copy of CAC
 - Copy of passport
 - Copy of TDY Orders or LOA (if available)
 - Copy of valid US Drivers License if requesting Vehicle Access privileges.
 - Visitor will receive a PMO issued Memo to be carried for length of stay
 - Option B-
 - ASG-KU PMO Form 190-16.1 (Installation Access Application signed by COR)
 - COR or DoD employee (DoD civilian or active duty military) POC meets at gate to validate visit
 - Original passport must be presented at the time of badging.
 - Copy of CAC

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- Copy of passport
 - Copy of TDY Orders or LOA (if available)
 - Copy of valid US Drivers License if requesting Vehicle Access privileges.
 - Procedure is required daily until visitor applies for PMO memo at bldg. 314
3. Other US Retirees not employed on a US contract within KTO and/or Retiree dependants.
- ASG-KU PMO Form 190-16.1 (Installation Access Application).
 - Original passport must be presented at the time of badging.
 - Copy of passport photo and data pages.
 - Copy of Military Retired ID Card or 1173 (for dependants)
 - Copy of Visa 18 Residency page from passport. (This is required for persons employed in Kuwait for more than 90 days who have applied for residency).
 - Copy of Civil ID (front and back). If Civil ID is delayed at PACI then the PACI receipt will be accepted. No Civil ID or PACI receipt copy is given then an Exception Form (ASG-KU 190-16.13) must be provided. Exception will only be given for thirty (30) days, one (1) time only.
 - Copy of Retiree Limited Access Memorandum signed by applicant(s)(Enclosure 8)
 - DD Form 1172 signed by PSB bldg. 136, Zone 1, Camp Arifjan within thirty (30) days of application possessing.
 - Copy of Kuwait Drivers License if requesting Vehicle Access privileges. Those persons with Kuwait residency must have a Kuwait DL. US Drivers License may be used only if the applicant is not required to obtain residency.
4. Department of State or US Embassy Personnel: Those personnel assigned to duty with the United States Department of State, the US Embassy Kuwait or in US Diplomatic or consular posts and approved by ASG-KU Commander are required to provide the following documentation:
- ASG-KU PMO Form 190-16.1 (Installation Access Application).
 - Copy of US Embassy badge
 - Copy of passport photo and data page.
- OR-
- LOA, LOI, or Travel Orders.
 - Copy of Drivers License if Vehicle Access privileges are requested. Those persons with Kuwait residency must have a Kuwait DL. US Drivers License may be used only if the applicant is not required to obtain residency.
5. Host Nation Government (Kuwaiti Citizens):
- ASG-KU PMO Form 190-16.1 Installation Access Application.
 - Original Kuwait Civil ID must be presented at the time of badging.
 - Copy of Kuwait Civil ID (front and back).
 - S5 Host Nation stamp and authorized S5 signatory on application.
 - Copy of Kuwait Drivers License if Vehicle Access privileges are requested.
6. Foreign Nationals: Those individuals who are not US citizens who possess a visa 17 or 18 (to include US Resident Alien identification card holders).

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- ASG-KU PMO Form 190-16.1 (Installation Access Application).
- Original Passport.
- Copy of passport picture, data and residency pages.
- Applicants from UK, Canada, Australia and New Zealand who are not required to obtain residency (less than 90 days) may present a copy of a valid Entry Visa in lieu of the residency page and will be badged only for the length of the Visa.
- Applicants from UK, Canada, Australia and New Zealand required to obtain residency employed in Kuwait for more than 90 days) may present a valid Visa 14 and a for initial badging, (90 days maximum from the date of entry while processing their work permit / Visa 17 or 18).
- Copy of Civil ID (front and back). If Civil ID is delayed at PACI then the PACI receipt will be accepted. No Civil ID or PACI receipt copy is given then an Exception Form (ASG-KU 190-16.13) must be provided. Exception will only be given for thirty (30) days, one (1) time only.
- Kuwait CID Cover Letter typed in Arabic with original signature and stamp of the Kuwaiti Visa sponsor (individual information must be typewritten, handwritten entries will not be accepted)

-OR-

- Original and valid J-2 Pass issued by Ministry of Defense J-2 Office (J-2 Passes with date of issue within ninety (90) days of applying for installation access, will not require a Background Check).
- Copy of valid J-2 Pass

-AND-

- For those contractors requiring access to more than one Camp other than Camp Arifjan must have a Contract Validation Letter (Enclosure 7) from the Camp Commander authorizing them to work on that Camp.
- Two sponsor letters, one in English and one in Arabic, from the original Kuwaiti sponsor as listed on the Visa 17 or 18, typed on company letterhead with the following information (refer to example sponsor letter):
 - ✓ Authorizing work on Camp _____ (list minimum specific location(s)).
 - ✓ Applicants full name (as it appears on passport).
 - ✓ Kuwait Civil Identification number.
 - ✓ Nationality.
 - ✓ Visa Type.
 - ✓ US Army Contract number and expiration date.
 - ✓ Type of work to be performed.
 - ✓ Length of time the employee requires access.
 - ✓ Acknowledgement that the sponsor accepts responsibility for the employee actions and conduct while on ASG-KU Installations.
 - ✓ Original signature and company stamp. Only one employee per letter.
 - ✓ Copy of the Kuwait Chamber of Commerce and Industry Registration form must be attached to verify the authorized company signature.
- Foreign National employees working for an Army contractor other than their original Visa sponsor must also provide:
 - ✓ Two additional letters from their Employer with the Army contract, typed on company letterhead: (1) Arabic, (1) English listing all of the above

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information with original signature and company stamp of the Employed contractor. Only one employee per letter.

- Applicants that require vehicle access privileges must provide a copy of their Kuwaiti or GCC Drivers License. No other license is accepted.
 - NOTE: These forms must be signed by the Kuwaiti sponsor and Kuwaiti contractor. KCID rejects forms signed by anyone other than a Kuwaiti or his designate registered with the Kuwait Chamber of Commerce and Industry.
7. Host Nation / GCC Contractors (must be citizens of Qatar, UAE, Oman, Saudi or Bahrain):
- ASG-KU PMO Form 190-16.1 Installation Access Application
 - Original and copy of Kuwait Civil ID
 - Sponsor Letter / LOA on Company letterhead typed in English requesting access (refer to LOA example).
 - Copy of the Kuwait Chamber of Commerce and Industry Registration Form
 - Copy of US Government Contract
 - Kuwait CID Cover Letter typed in Arabic with authorized signature listed on the Kuwait Chamber of Commerce and Industry registration and company stamp.
 - Copy of Kuwait or GCC driver's license if Vehicle access privileges are requested.
 - Note: Host Nation / GCC contractors require approval from KCID prior to badge issue.
8. Escorted Access must submit 48 hours in advance:
- ASG-KU PMO Form 190-16.1 Installation Access Application
 - Copy of passport photo and data pages
 - Copy of Kuwait entry stamp from passport or the entry Visa
- OR-
- Copy of Kuwait Civil ID (front and back) and residency Visa
 - Copy of Drivers License if Vehicle Access privileges are requested. Those persons with Kuwait residency must have a Kuwait DL. Individuals not required to obtain residency will be allowed to use their Home of Record driver's license.
- Note: At the time of entry personal are required to present either the original Civil ID or the original passport at time of entry.
9. Escorted Access for those requiring PSB to issue CAC:
- ASG-KU PMO Form 190-16.1 Installation Access Application
 - DD Forms 1172-2 or 1173, Section I must be completed by the applicant.
 - LOA, LOI, Travel orders containing length of tour/contract, duty location, authorized patronage etc.
 - For family members (DD Form 1173) the Sponsor must be present with Active Duty or Retired ID Card (DD Form 2) (Retiree will surrender his/hers Passport or Civil ID for a Temporary Badge to conduct official business at PSB Office while on post). Dependent will be given an Escort badge while on post.
 - Original and copy of passport photo and data pages.
 - Copy of Kuwait entry stamp from passport or the entry Visa.

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10. ID Card Upgrade:

- Vehicle Upgrade:
 - ✓ ASG-KU PMO Form 190-16.1 Installation Access Application complete with COR recommendation, justification (required for FN) and signature.
 - ✓ Original Passport
 - ✓ Copy of Kuwait or GCC Drivers License
- Escort Upgrade:
 - ✓ ASG-KU PMO Form 190-16.1 Installation Access Application complete with COR recommendation, justification and signature.
 - ✓ Original Passport
- Additional Camp upgrade:
 - ✓ ASG-KU PMO Form 190-16.1 Installation Access Application complete with COR recommendation, and signature.
 - ✓ LOA for specified camps
 - ✓ Enclosure 7 complete
 - ✓ Original Passport
 - ✓ FNs must include two sponsor letters as specified in Para. 6 above

11. US Border Crossing: Contractors must possess either a Kuwait Visa 17, 18 or 14B Multi-entry Visa and provide the following documentation.

- Kuwait Residency – Visa 17 or 18
 - ✓ Refer to US Citizen (Para. 1) or Foreign National (Para. 6)
- Multi-Entry Visa / Visa 14B
 - ✓ ASG-KU PMO Form 190-16.1 Installation Access Application.
 - ✓ Original Passport – must be presented at the time of badging.
 - ✓ Copy of passport picture, data and visa page attached to the application.
 - ✓ LOA / LOI, Orders or Contract with the following information:
 - Authorizing access to Kuwait and Iraq or the specific area. If the sponsor letter states Camps or location in Iraq then US Border Crossing is authorized.
 - Applicants name
 - US Army, US Government or Coalition Contract number and expiration date.
 - Dates of access, Length of orders, contract etc.
 - ✓ Applicants that require vehicle access privileges (drivers) must provide a copy of their Drivers License.

12. UNAMI: UNAMI employees must possess either a Kuwait Visa 18 or 24 and provide the following documentation. Badge may not be issued without ASG command approval which requires a signed exception (ASG-KU PMO Form 190-16.13) from the PM or delegate.

- Kuwait Residency – Visa 18 and Visa 24
- ASG-KU PMO Form 190-16.1 Installation Access Application.

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- Original Passport
- Copy of passport picture, data and residency pages attached to the application.
- Copy of UNAMI badge (front and back)
- Copy of Civil ID (front and back). If Civil ID is delayed at PACI then the PACI receipt will be accepted. No Civil ID or PACI receipt copy is given then an Exception Form (ASG-KU 190-16.13) must be provided. Exception will only be given for thirty (30) days, one (1) time only.
- Kuwait CID Cover Letter typed in Arabic with original signature and stamp of the UNAMI representative.
- Two sponsor letters from UNAMI, one in English and one in Arabic, from the original Kuwaiti sponsor as listed on the Visa 18, typed on company letterhead with the following information (refer to example sponsor letter):
- Authorizing work in both Kuwait and Iraq using the Coalition / K Crossing.
 - ✓ Applicants full name (as it appears on passport).
 - ✓ Kuwait Civil Identification number.
 - ✓ Nationality.
 - ✓ Visa Type.
 - ✓ US Army Contract number and expiration date.
 - ✓ Type of work to be performed.
 - ✓ Applicants that require vehicle access privileges must provide a copy of their Kuwaiti or GCC Drivers License. No other license is accepted.
 - ✓ Length of time the employee requires access.
 - ✓ Acknowledgement that the sponsor accepts responsibility for the employee actions and conduct while on ASG-KU Installations.
 - ✓ Original signature and company stamp. Only one employee per letter.
 - ✓ Copy of the Kuwait Chamber of Commerce and Industry Registration form must be attached to verify the authorized company signature.

13. Vehicle Registration:

- GOV documentation requirements:
 - ✓ ASG-KU PMO Form 190-16.2 Vehicle Registration Form. Does not require Directorate/COR recommendation signature
 - ✓ Original vehicle registration card
- CONTR including Vendor vehicle required documentation:
 - ✓ ASG-KU PMO Form 190-16.2 Vehicle Registration Form
 - ✓ Copy of valid Vehicle Registration Card
 - ✓ Copy of valid Insurance listing the company; not an individual
 - ✓ Original Driver's License
 - ✓ Copy of Driver's License. US / FN contractors with Kuwait residency are required to provide a Kuwait or GCC driver's license. DoD civilian employees need to provide a copy of a valid US driver's license
 - ✓ Copy of ID Card, CAC or passport depending on status
 - ✓ Original vehicle registration card
- POV required documentation:
 - ✓ ASG-KU PMO Form 190-16.2 Vehicle Registration Form
 - ✓ Copy of valid Vehicle Registration Card

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- ✓ Copy of valid Insurance
- ✓ Original Driver's License
- ✓ Copy of Driver's License. US/FN contractors with Kuwait residency are required to provide a Kuwait or GCC driver's license. DoD civilian employees need to provide a copy of a valid US driver's license
- ✓ Copy of ID Card, CAC or passport depending on status
- ✓ Original vehicle registration card

14. Temporary Vehicle Registration:

- Installation Visitor (Bazaar, Catering, etc.). Issued for one (1) day after verifying registration and lease/insurance information
 - ✓ Original lease agreement, rental agreement or proof of insurance
 - ✓ Original Drivers License
 - ✓ Signed by COR
- TDY Orders Issued for length of orders not to exceed thirty (30) days. If more than thirty (30) days, full registration is required:
 - ✓ Original lease agreement, rental agreement or proof of insurance
 - ✓ Original Driver's License
 - ✓ TDY Orders
 - ✓ Signed by COR
 - ✓ US Forces and DoD/DA civilians are authorized to sign the ASG-KU PMO Form 190-16.2 Vehicle Registration Form themselves.
- Vehicle with repair documents for three (3) days only (windshield replacement, routine maintenance, etc.):
 - ✓ Original Repair document
 - ✓ Original Drivers License
- Vehicle Change-Out Form (Damage or repair that cannot be repaired in two (2) days). Issued for ten (10) days maximum. Requires exception to renew and cannot be renewed more than twice:
 - ✓ Original Change-Out Form
 - ✓ Original Drivers License